



**United States Department of Agriculture
Rural Development
Pennsylvania**

PA AN No. 1276 (1780)
March 13, 2013

SUBJECT: Application Processing Procedures
Water and Environmental Programs

TO: WEP Area Specialists and Area Technicians
Rural Development, Pennsylvania

PURPOSE/INTENDED OUTCOME:

This PA Administrative Notice (AN) is intended to clarify procedures for the processing of loan and grant applications for the Water and Environmental Programs (WEP). The intention is to clarify the requirements for submission of files to the State Office and to clarify the process for controlling the number of applications in the pipeline.

COMPARISON WITH PREVIOUS AN:

This AN replaces PA AN No. 1267 (1780) which was issued November 18, 2011 and expired November 30, 2012.

IMPLEMENTATION RESPONSIBILITIES:

Our applications for assistance currently exceed our program funding allocations especially for grant funds. For this reason, we need a mechanism to control the amount of funds being pursued by active applications to keep it consistent with our program fund allocations.

EXPIRATION DATE:
March 30, 2014

FILING INSTRUCTIONS:
Preceding RD Instruction RUS
Instruction 1780

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1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410 Or call toll-free at (866) 632-9992 (English) or (800) 877-8339
(TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay).
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Water and Environmental Program

All Water and Environmental Program applicants should complete an eligibility request only, per Section 1780.31(c), and they will be point ranked in accordance with Section 1780.17. Area Offices should submit the eligibility request, narrative and application processing guide Parts I and II to the State Office for review and authorization to proceed with a complete application.

If funds are not available, they will be placed on a waiting list and they will be notified that they have been determined eligible, but do not have priority for funding at this time. When funding becomes available, they will be notified to submit an initial application, which includes an Environmental Report and Preliminary Engineering Report in accordance with Section 1780.33. If the initial application is determined feasible, a complete application will be authorized per Section 1780.36. Applications that are not developed in a reasonable period of time taking into account the size and complexity of the proposed project may be removed from the State's active processing list. Applicants will be consulted prior to taking such action. For lower scoring applicants whom obviously cannot be funded within an eighteen month period of time and are not within 150 percent of the State's allocation, the Area Office will be notified that funds are not available.

Submission of Complete Applications to the State Office for Obligation

All complete application files should be assembled and tabbed in accordance with State Office position guides and application processing checklists available on PA SharePoint. WEP loans and grants are underwritten in CPAP which will be accessed by the State Office to review underwriting and print forms. Draft Letters of Conditions, copies of the Public Notice of Intent to File Application should be uploaded into CPAP's notes and attachments. Attachment A lists the items required to be submitted to the State Office at that time. The State Office will review submission of the requested items, CPAP and authorize issuance of the Letter of Conditions. When the signed acceptance of conditions, a copy of the actual Letter of Conditions and the original Obligation of Funds forms are received in the State Office, the loan and/or grant will be obligated. The State Office will notify LAPAS and, after the official obligation date, the State Office will notify the applicant. Applications that are complete, properly documented in CPAP and received in a timely manner will be funded promptly.

Complete WEP application files are not required to be submitted to the State Office when requesting authorization to issue the Letter of Conditions and loan/grant approval unless the loan/grant requires National Office approval. Refer to RD RUS Instruction 1780, 1780.41 and RUS Staff Instruction 1780-2, Section 2.8.

If you have any questions, please call the Water and Environmental Programs at (717) 237-2188.

/s/ Thomas P. Williams

THOMAS P. WILLIAMS
State Director

Attachment

**Water and Environmental Programs
Project Submission to State Office for Letter of Conditions Authorization**

The following items should be submitted in hard copy in lieu of a complete application file:

- Area Specialist's Narrative and Recommendation in memo form
- Area Specialist's Project Summary comments
- Census documentation
- Copy of the Processing Checklist showing the date received for all applicable items included in the file
- Form SF 424.2, "Application for Federal Assistance"
- Balance Sheet and most current audit

The following items will need to be uploaded to notes and attachments section in CPAP:

- Draft Letter of Conditions
- Proof of Publication for FONSI
- Poverty Interest Rate documentation/Consent Order when applicable
- Public Notice of Intent to File Application

Submission for obligation should include the following:

- Original Project Information with Area Specialist comments and signature
- Signed 1942-46, Letter of intent to meet conditions
- Signed 1940-1, Request of obligation of funds

Before submitting the above items for review, be sure that all fields in CPAP are completed, including all discussion and comment sections, since the State Office will be relying on CPAP for its review.